



# Office of the City Clerk

Weekly Report – for Week Ending August 19, 2016

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### Elections

In preparation of the Voter Information Pamphlet for the November 8, 2016 Statewide Election, staff received and processed the arguments filed in favor and against the measures.

As part of the Outreach Enhancement Effort, staff is preparing to conduct telephone surveys the week of August 22, targeting low-propensity voters to determine which languages they prefer, which media outlets or social media they rely on most, and lastly, what keeps them from voting.

Staff hosted an election consolidation meeting on August 18 which was attended by city clerks from several neighboring cities. The purpose of the meeting was to discuss consolidating the LAUSD and LACCD races on to their ballots, making it possible to share resources and reduce costs and voter confusion.

### Council and Public Services

Electronic speaker card kiosks arrived and placement has been selected. This new system will eliminate the need for paper-based speaker cards and allow the public to use tablets mounted on these kiosks in City Council meetings. Network and power installation will be finished in the coming weeks. Testing will begin in September with full roll-out expected by October.

### Neighborhood and Business Improvement

On August 19, a Request for Proposal (RFP) was released seeking a contractor to develop a public information campaign for Business Improvement Districts.

### Systems

Staff completed the IT survey and updated the application portfolio database as part of the Mayor's Executive Directive 15 exercise on workforce and service restoration.

### Administrative Services

The Division conducted an "A3" process improvement exercise relative to the GCP contract execution. The Office needs to execute 70% of its GCP contracts within 90 days. This is a metric for 2016-17. To achieve this goal, the Clerk used one of its "black belt"-trained employees to lead this process. In addition to making small, but significant changes, to improve processing, Administrative Services and Systems met to discuss automating this process. Following the principles of A3, follow-up meetings were scheduled for 30, 60, and 90 days. This process is being documented and will be a case study at the next ClerkSTAT meeting in September.

The Personnel Section will work closely to address staffing issues related to the imminent departure of Councilman Fuentes.

### Issue(s)

The Office of Finance is still in the process of selecting a new bank for the Neighborhood Councils. This is an issue of great interest to the Clerk because it is now administering the Neighborhood Council Funding Program. This Program is responsible for prompt payment to the Neighborhood Councils. Finance was going to confirm that it could release a Request for Information, rather than an RFP, to select a new bank. (Previously, the Office of the City Attorney opined that the RFI



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was acceptable [and faster]). The CAO, Finance, CLA, and the Clerk are meeting every two weeks to address progress on the RFI issue, and any other operational issues related to the transfer of this function to the City Clerk.

## **Upcoming**

Staff will be attending one last Neighborhood Council Town Hall session in South Los Angeles on Thursday, August 18. Clerk employees are there to address any election and Funding Program-related questions.